

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON**  
FORT SAM HOUSTON, TEXAS 78234-5014



# **BULLETIN**

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 12**

**27 Mar 03**

## **Section I. OFFICIAL**

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

### **CASUALTY NOTIFICATION:**

**1 Feb 03–31 Mar 03 AMEDDC&S**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R (Joint Ethics Regulation) to review the job duties of

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each newly assigned employee (military or civilian) and report the name of Confidential Financial Disclosure Report, to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

**6. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:** IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

DATE	LOCATION	TIME
23 APRIL 2003	BLESSE AUDITORIUM	0900-1100
08 OCTOBER 2003	BLESSE AUDITORIUM	0900-1100

(Duration of training approximately 1 hour). The purpose of the publishing the above scheduled is to allow DA personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Security Office, 1-5022/1637 (MCCS-BHR-SS)

**7. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372:** In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

**8. LEVEL 1 ANTITERRIOSIM AWARENESS TRAINING SCHEDULE:** Following are the scheduled dates for the OCONUS Level 1 Antiterrorism Awareness Training for Jan–Dec 2003. Scheduled training dates are subject to change due to availability of instructor, or mission requirements. All training starts at designated times located next to the dates and will last approximately 2.5 hours. Training will be held in Blesse Auditorium of (building 2841).

09 APR	0900-1130
07 MAY	0900-1130
11 JUN	0900-1130
09 JUL	0900-1130
06 AUG	0900-1130
10 SEP	0900-1130
15 OCT	0900-1130
05 NOV	0900-1130
10 DEC	0900-1130

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The purpose of publishing the above schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as an Antiterrorism Awareness Instructor. Each command/unit/activity that has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC is Mr. Lewis, 1-5022/1637. (MCCS-BHR-SS 1-5022/1637).

**9. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE:** Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. **THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS.** For further information, please call 1-2353/2282.

**10. OFFICER CANDIDATE SCHOOL SELECTION BOARDS:** PERSCOM has announced the dates for the next years OCS selection boards. All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates as indicated below.

OCS suspense dates for FY 03 are as follows:

Application Suspense	Local Interview Date
11 Jun 03	18 Jun 03
08 Sep 03	17 Sep 03

For complete information and OCS application packet, contact Mr. Gaines, Personnel Management Branch, Bldg 2263, room B099, 1-1839. (MCCS-BHR-MM/1-1839)

**11. CAREER STATUS BONUS (CSB) :** In accordance with Career Status Bonus (CSB) Implementing Guidance, military personnel with a Date Initially Entered Military Service (DIEMS) on or after 1 August 1986, need to attend a briefing to obtain sufficient information to make an informed retirement decision. The briefing will be held at Transition Services, Bldg 2267, from 0900 until 1100 on the following dates:

15 Apr, 13 May, 10 Jun, 8 Jul, 12 Aug, 9 Sep, 7 Oct, 18 Nov, and 9 Dec 03.

The POC for reservations and information is Mr. Dixon, 1-2467 or Mrs. White, 1-0936.

**12. HAND RECEIPT HOLDER TRAINING:** Material Management Section, Property Management Branch, Supply and Services Division, Readiness and Logistics Business Center, will be conducting Primary Hand Receipt Holder's training on 24 Apr 03, 24 Jul 03, and 23 Oct 03. The training will be held at the MEDCOM Contracting Center Training Room, Bldg 4197, located on 17<sup>th</sup> Street and

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Wilson Street. Training will be conducted from 0800-1000 each day. Class size is limited to 30 people. To make a reservation, contact Charles E. Lomax/295-4308, Alicia Torres/221-4067, or your hand receipt manager.

### 13. INTERALLIED CONFEDERATION OF RESERVE OFFICERS (CIOR) MILITARY COMPETITION:

Each summer the United States sends an 18-member men's team and a 6-member women's team to Europe. The Chief of the Army Reserve is the Executive for a DOD joint-service military skills and leadership training opportunity for reserve officers and cadets from all branches of the Armed Forces. Please inform all reserve officers and cadets in your unit, command, or school about this unique training opportunity. The 3-week training camp, which is run by the U.S. Army Reserve Command (USARC), will take place at Fort Sam Houston, Texas from 14 June-6 July 2003. Up to 50 reserve officers and cadets who apply by 15 April 2003 will be invited to attend by a joint-service selection committee on 20 April 2003. Participants are trained at highly advanced levels in Land Navigation, Rifle and Pistol Marksmanship, Land and Water Confidence Courses, and Combat First Aid to return to their units as resident expert instructors. Participants also receive training in NATO policies including the Law of War, leadership development, and selected fitness and nutrition topics developed by the Army Physical Fitness School. At the completion of the training, the top 28 performers will be extended for an additional 3 weeks for further training and test what they've learned against their peers from 19 NATO countries in a 3-day military competition in Maastrick, Netherlands, 23-25 July 2003. This is an extremely challenging tour and the standards to be accepted are very high. WO1 through O4 and cadets are encouraged to participate. However, ability to meet the standards as listed on the web site is the pre-qualifier. TPU/IRR/IMA Officers pay, travel & per diem is funded by each service. There is limited travel & per diem funding for AGR Officers. Permissive TDY or unit funding for AGR/TAR/Active Duty Officers with reserve commissions who qualify is permitted in all cases. More information, including applications, is provided at [www.militarypentaathlon.com](http://www.militarypentaathlon.com) and [www.uscior.army.mil/](http://www.uscior.army.mil/). The POC is MAJ Laurian G. Cuffy, [Laurian.Cuffy@usarc-emh2.army.mil](mailto:Laurian.Cuffy@usarc-emh2.army.mil), 404-464-8268. The POC at Fort Sam Houston is CW4 Hubert D. Denson, [Hubert.Denson@cen.amedd.army.mil](mailto:Hubert.Denson@cen.amedd.army.mil), 210-221-2841.

**14. SAFETY TRAINING FOR SECOND QUARTER:** Following is a schedule of the Safety Training Calendar for the 2d Quarter:

#### MARCH

<u>Course</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Lockout/Tagout	Thursday-03/20/03	0830-1030	Bldg 2841, Room 2122

The POC for this information is Mr. Dinivahi at 1-9872. (MCCS-BLE-S/1-9872)

**15. RELOCATION ASSISTANCE PROGRAM:** The Relocation Assistance Program is conducting an Overseas Orientation on April 16<sup>th</sup> at the Roadrunner Community Center at 1000 and again at 1700. The orientations are targeted according to destination such as Korea, Germany, Japan, Italy, Belgium, etc. The briefing topics are: Entitlements, household goods shipments, employment, education and dependent travel. Also, overseas video tapes are shown. Our goal is to excite and prepare you for an overseas destination! For a reservation call the ACS/Relocation Program at 12418.

**16. RE-ENTRY WORKSHOP:** A Re-Entry Workshop can help you adjust to CONUS and TEXAS! This workshop is designed to prepare you for the often-unexpected logistical, financial, and psychological adjustment of returning from an overseas tour. The next Re-Entry Workshop is

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scheduled for 8 Apr 03, 0900, Bldg 2797, Roadrunner Community Center. For reservation call the ACS/Relocation Program at 1-2418. Hope to see you there!

**17. CHAPEL EVENTS:** Marriage and Family Licensed Therapist, Kelly Simpson will be offering these seminars at the AMEDD Chapel on the below dates. These seminars are fun as well as educational, and are meant for couples (married or dating), although single people can attend to observe and learn. Games, activities, and didactics are used to encourage interaction among partners and to help in the relationships. Class size is limited to 40, so please call the AMEDD Chapel and register if you desire to attend. Cost is free. The POC is MAJ Jeffrey J. Giannola, 32d Medical Brigade Chaplain, 1-4210.

Title	Dates
Class # 1 – Couples and their Money Personalities/Managing the Differences 0800-1700 Saturday, and 1300-1800	29-30 Mar 16 hrs
Class # 2 – Romance and Intimacy-An Exclusive Couple's Getaway Friday 1700-2000, Saturday 0800-1700, and Sunday 1300-1800	2-4 May 16 hrs
Class # 3 – Creating Traditions that keep Love Alive and Families Strong Saturday 0800-1800	31 May 8-10 hrs

**18. TRICARE 2003 BRIEFINGS:** TRICARE is the Military Health Care System that covers Active Duty and Family members under age 65 and Retirees and Family Members age 65 and older. Information will be available at the following facilities to discuss the health care options for TRICARE beneficiaries by age groups.

**BRIEFINGS FOR THOSE UNDER AGE 65**

**Randolph AFB in the Ballroom at the Family Support Center, 555 F St West (for evening briefings, please park and enter from rear off E St W)**

21 May 2003 from 1700-1900  
16 July 2003 from 1300-1500  
12 November 2003 from 1300-1500

**Fort Sam Houston-Brooke Army Medical Center Auditorium, 4<sup>th</sup> Floor**

16 April 2003 from 1700-1900  
20 August 2003 from 1300-1500

**Lackland AFB TRICARE at the Family Support Center, 2160 Kenly Ave, Bldg 1249, 1<sup>st</sup> Floor Classroom**

15 October 2003 from 1700-1900

**BRIEFINGS FOR THOSE NEARING AGE 65, AGE 65 AND OVER**

**Randolph AFB in the Ballroom at the Family Support Center, 555 F St West (for evening briefings, please park and enter from rear off E St W)**

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17 September 2003 from 1300-1500

**Fort Sam Houston-Brooke Army Medical Center Auditorium, 4<sup>th</sup> Floor**

18 June 2003 from 1030-1230

10 December 2003 from 1700-1900

For additional questions regarding these briefings, please call 1-800-406-2832 or visit our website at [www.hnfs.net](http://www.hnfs.net).

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